

CITY OF WAUKESHA
CLERK TREASURER'S DEPARTMENT
201 Delafield Street, Waukesha WI 53188
City Hall Room 104
Tel: (262) 524-3550 Fax: (262) 524-3888
Website: www.waukesha-wi.gov
Email: clerktreas@ci.waukesha.wi.us

STREET CLOSING & SPECIAL EVENT PERMIT APPLICATION

(Parking lanes, sidewalks, municipal parking lots, or trails)

- A Special Event fee is required in addition to a street closing fee for most events, except: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.
- Partial closures may not require a permit (parking lanes, sidewalks, or trails).
- Application must be submitted to the Clerk's Office no less than 20 days before and no more than 270 days before the date of the proposed event.
- Applications may not be amended after filing application 6.185(5).
- Special events may not operate between the hours of 10:00 p.m. and 6:00 a.m.
- A clear, 15-foot path must be maintained at all times in closed streets of emergency vehicle access.
- Waukesha Municipal Code 6.17 & 6.18 regulates street closures. Please visit the City website www.waukesha-wi.gov to view the municipal code book.

→ Are you an owner or tenant of property adjacent to your requested closure?

☐ Yes

☒ No

If you answered "No" to the above question, you will need your alderperson to endorse this application – see below

Alderson Approval

Name of Alderson Wells Aldermanic District 6

I hereby endorse this Street Closing Application per sec. 6.17 of the Municipal Code.

☒ Signature

Date

Applicant Information

Applicant's Name Sean Osborne
Organization/Business (if any) Silver Circle Sports Events, LLC
Phone Number 262 327 4472 Email Sean@silvercircle.sports.events.com
Address (include city/zip) 411 W. Wisconsin Oconomowoc, WI 53066

Event Information

Name of Event Last Call Repeat Event? ☒ Yes ☐ No

Purpose of Event (to include detailed description of event) Run

Event website (if any) Silvercircle.sports.events.com

Date(s) of Proposed Event 12/2/18 Day(s) of the week Sunday

Time event will assemble 7:00 am Time event will begin 9:00 am

Time event will end Noon Time event will disband 2:00 pm

Name of contact person on day of event Sean Osborne Cell 262 327 4472

AREA OF STREET TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURE AND INDICATE PROPOSED USE:

See attached

Continue area of street to be closed (if needed) _____

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) _____

Number of Barricades Needed 8

Will this event include: Music? ☒ Yes ☐ No Vehicles? ☒ Yes ☐ No Animals? ☐ Yes ☐ No

If yes, please explain: Per system for announcements

vehicles for cause setup, management: EMS

*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400) 350

Attendance estimate based on? prior attendance

Fees

The following street closing & special event fees shall be paid when filing the applications, per application, and shall not be refundable.

STREET CLOSING:	AMOUNT
Closure of 1 – 7 blocks	\$50.00
Closure of 8 or more blocks	\$150.00
*Late Fee (if filed less than 45 days before event)	\$50.00

PLUS →
(if applicable -
see note below)

SPECIAL EVENT:	AMOUNT
Between 1 – 1,000 attendees	\$50.00
Between 1,001 – 2,000 attendees	\$150.00
Between 2,001 – 5,000 attendees	\$350.00
Greater than 5,000 attendees	\$550.00
*Late Fee (if filed less than 45 days before event)	\$50.00

Please note: A Special Event fee is required in addition to a street closing fee for most events, EXCEPT: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.

Municipal Code 6.18 – Special Event Regulations

(13) **Damage to City Property, Reimbursement of Costs.** The applicant shall reimburse the City for all damage to City property occurring during the Special Event, and all cost of clean-up incurred by the City as a result of the Special Event.

Initials SKO

(14) **Indemnification, Release of Liability.** The applicant shall execute, as part of the application, a contract indemnifying and holding the City harmless from any and all liabilities arising from Applicant's acts or omissions in conducting the Special Event, in a form approved by the City Attorney.

Initials SKO

(15) **General Regulations**

(c) Special Events shall be open for admission to all members of the public, but may charge an entry fee.

Initials SKO

(d) Sound levels generated by the Special Event shall not exceed a level which unreasonably disturbs the peace and quiet of residents in the vicinity of the Special Event, taking all circumstances into consideration.

Initials SKO

(e) The Applicant shall collect and properly dispose of all waste and debris generated by the Special Event, and return all Public Rights of Way to their prior condition, no later than 2 hours after the end of the Special Event, at the Applicant's sole expense.

Initials SKO

(f) Special Events are at all times subject to cancellation or modification due to emergencies or if the public safety requires, in the City's sole discretion.

Initials SKO

(i) Permits may be revoked if the applicant fails to comply with any conditions placed on the permit, the requirements of this section, or any other applicable laws.

Initials SKO

Municipal Code 6.18(16) – Additional Items Provided with Application

(16) **Additional Regulations for Large Special Events.** Special Events at which it is reasonably expected that more than 400 people will be present on Public Rights of Way at any given time shall be subject to the following regulations, in addition to the General Regulations in subsection (15):

(a) **Insurance.** The Applicant shall obtain, at Applicant's sole expense, a policy of public liability insurance from an insurer licensed to issue policies in the State of Wisconsin, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, with an endorsement naming the City of Waukesha as an additional insured and loss payee. The Applicant shall file with the City Clerk a

certificate of insurance showing such coverage to be in place before the Special Event occurs, and in any event no later than 10 days after the permit is issued. Failure to file a certificate of insurance shall result in a revocation of the permit.

- (b) **Toilets and Sanitation Facilities.** The Applicant shall ensure that adequate toilet and sanitation facilities are available to all attendees during the Special Event, at the Applicant's sole expense.

- (i) Refer to the following table for the required number of toilets available for attendees. The number of attendees is at any given time, not aggregate.

Duration of event in hours	≤1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10
Attendee Count										
400-999	0	4	4	6	6	6	8	8	8	8
1000-1999	4	6	6	6	6	8	8	8	8	12
2000-2999	4	8	8	8	8	12	12	12	12	16
3000-3999	8	8	10	10	10	12	16	16	20	20
4000-4999	8	8	12	12	16	16	20	24	24	28
5000-5999	12	12	12	16	20	30	30	30	30	34
6000-6999	12	12	16	16	20	30	30	36	36	40
7000-7999	12	12	16	20	30	32	40	40	52	52
8000-8999	12	12	20	24	32	32	40	44	52	54
9000-9999	16	16	24	28	40	40	52	52	60	64
10000 and up	16	16	28	40	40	52	52	60	60	72

- (ii) The required number of toilets may be met with toilets in private or public restrooms, with portable toilets, or any combination. Toilet facilities must comply with ADA requirements for accessibility.

- (iii) If private restrooms are to be used to satisfy the toilet and sanitation requirement, then the following requirements must be met:
 (1) There must be a written agreement from the owner, agreeing to make the restrooms available to the public free of charge at all times that the event is underway, with a copy provided to the City; (2) the restrooms must be within 200 feet of the boundaries of the event area, (3) the location of the restrooms must be clearly indicated with signs.

- (iv) If food will be consumed at the event, then hand-washing facilities must be available. If any number of the toilet requirement is met by portable toilets, then a portable hand-washing station must be provided, at least 1 for every 6 portable toilets.

- (c) **Waste and Recyclables.** The Applicant shall provide adequate solid-waste and recyclables collection and disposal, at the Applicant's sole expense. Applicant may not rely on City waste containers to meet this requirement.

- (i) Adequately-sized trash and recyclable receptacles shall be positioned within the event area so that no attendee has to move more than 75 feet to reach them. Applicant shall be responsible for disposing of trash and recyclables at Applicant's expense and according to law, promptly upon conclusion of the Special Event. Receptacles must be marked to indicate waste or recyclables, reasonably sufficiently to prevent recyclables from being put into waste receptacles.

- (ii) The required size and number of solid-waste and recyclables receptacles shall be according to standards determined by the Department of Public Works, approved by the Common Council, and published by the Department of Public Works.

- (d) **Health, Safety and Security.** Applicants shall be responsible, at Applicant's sole expense, for ensuring that facilities are available for contacting emergency services, for crowd control, and for pedestrian safety, according to the following standards:

- (i) Applicant shall be responsible for ensuring that activities conducted at the Special Event comply with all applicable health and safety laws. Applicant must ensure that there is adequate access for emergency vehicles. Applicant must provide communications facilities and assigned personnel within the event area for communicating with police, fire and emergency medical services. Applicant's plans for health and safety, submitted with their permit applications, will be reviewed by the Police and Fire Department for determination of adequacy on a case-by-case basis. Fire Department review shall include, but not be limited to, the requirements of International Fire Code Sections 403 and Chapter 24. Applicant shall comply with all Police and Fire Department directions for health and safety requirements.

- (ii) Crowd control and pedestrian safety measures will be dependent on the circumstances of the particular event. Applicants shall submit a proposed crowd-control and pedestrian safety plan with their permit applications, which will then be reviewed by the Police Department for adequacy in light of all circumstances. Applicants shall provide information in addition to that provided on the application, as the Police Department reasonably requests.

- (iii) If the Police Department determines that the crowd control and pedestrian safety requirements of the Special Event exceed the Police Department's capacity, in the Police Department's sole discretion, then the Applicant shall provide, at Applicant's sole expense, private security personnel that are employed by a firm that is approved by the Police Department.

- (iv) Depending on circumstances, the City may require that additional sanitation, health, safety and security measures be provided by the Applicant. All additional measures shall be provided at the Applicant's sole expense.
- (v) Applicant shall indemnify the City from, and shall reimburse the City for, all expenses incurred by the City in providing necessary health, safety and security services that are the responsibility of the Applicant under this Section.

Applicant Signature

I hereby make an application for a Street Closing Permit & Special Event as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws. I also acknowledge Ordinance 11.27 which prohibits drinking on public streets.

Print Name

Sean Osborne

☒ Signature

Date

3/1/18

FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office

Clerk's Initials

☐ Map provided

☐ Amount Due

Date Paid:

Posting:

☐ Date posted on Bulletin Board

☐ Date posted on Website

Department Routing:

☐ Police

☐ Fire

☐ Engineering

☐ Transit

☐ WPRF

☐ Attorney

☐ Approved

☐ Denied

Clerk Processing Permit

Date

Municipal Lot Closure:

☐ Building & Grounds Committee Approval

☐ Council Approval

MISC NOTES:

Kerri Roller

From: Ald John "Jack" Wells
Sent: Thursday, March 8, 2018 3:56 PM
To: Kerri Roller
Subject: Re: Last Call Event

Kerri,
I approve of this event as well.
Thank you!

Jack Wells
Alderman 6th District
1032 Canterbury Lane
Waukesha, WI 53188
(262)-290-5103

From: Kerri Roller
Sent: Thursday, March 8, 2018 3:04:21 PM
To: Ald John "Jack" Wells
Subject: Last Call Event

Hello Jack-

Attached is the application for the Last Call Event from Sean Osborne at Silver Circle Sports Events.

Before I am able to forward the application to the appropriate departments for review, I need to get approval from you for the event.

If you can please send me an email with your approval or denial, I would appreciate it.

Thank you,

Kerri Roller
Clerical Assistant
City of Waukesha
Office of the Clerk Treasurer
201 Delafield St, Rm 104
Waukesha, WI 53188-3692
P:262/524-3502 F: 262/524-3888
kroller@waukesha-wi.gov
www.waukesha-wi.gov

Silver Circle Sports Events, LLC

Silver Circle Sports Events, LLC (SCSE) was founded in 2010, when a local municipality decided to hold a new 5K run and realized they needed a quality event coordinator to oversee and organize the new event. Seven years and countless events later, SCSE has earned a reputation for high-quality events that focus on first-class, memorable and safe experience for athletes.

With all events created under the guidance of experienced athletes, instructors and medical personal, SCSE promotes individuals, families and businesses to become more active, while having fun and engaging in their communities making us one of the largest sporting events companies in the Midwest.

SCSE Owned Events	SCSE Management Events
<ul style="list-style-type: none">• Wisconsin Trail Assail – 7 race series comprised of 5K, 10K & ½ marathons• Chilly Willy Winter Run Series - 6 race series comprised of 5K ½ marathons• Procrastination Run• Friday Night 5K Series – 6 race series on Friday nights• The World’s Largest International Hump Day 5K• Crooked Path Bike Tour• SummitFest 5K, 10K & ½ marathon• Fiesta Cancun Burrito Biathlon – run 2 miles, chow a burrito, run another mile• 102.9 The Hog Stache Dash – Fun filled 5K run focused on Movember• Tim Gahagan Memorial Frostbite Scramble – 9 hole golf outing on frozen Silver Lake• Lake Country Halloween Dodgeball Tournament• Spring Fling Dodgeball Tournament• Dirty Dog Color Mud Run• Dirty Dog Kids Color Mud Run• Last Call 5K & ½ Marathon• First Call 5K & ½ Marathon• Lake Country TriathlonPi Run• Milwaukee’s Great Gobble Wobble• Move your Mutt for HAWS• DoLittle Marathon• Traveling Beer Garden Series – 5 races in Milwaukee County Parks• Milwaukee Aquathon• Wurst Beer Biathlon	<ul style="list-style-type: none">• Milwaukee River Challenge• Run For The Bucket 5K• Anne’s Hope Block Melanoma 5K• Milwaukee Justice Center 5K• Hank Arron 5K• Every Kid Needs a Superhero• Dousman Hook & Ladder Hooker & Hacker Golf Outing• LAPT Bike Race• Watertown Humane Society Run – Walk – Wag 5K• Move Your Mutt 5K & 10K• Milwaukee Running Festival 1 Miler• BearTrax• SummerStage 5K• Vince Lombardi Walks & Run – 10 events• Frosty 5K• Lupus Foundation - walks• Chief Petty Officers 10K Run

In 2018, Silver Circle Sports Events, LLC and/or its affiliates will promote, manage, time or consult on over 125 events.

Permit Application

We are seeking a permit to hold the fourth annual Last Call 5K, 10K & ½ marathon on December 2, 2018. It will once again be part of our Winter Series. Our firm has held running events on this course numerous times without incident.

Road Closure

We are asking that W. Collage Ave be closed from S. Prairie to Phillips Drive beginning at 8 am for runner safety and for our staff to assemble the start line. The race will start in the road at 9 am and all runners will be off the road by 9:20. The road can reopen then. Runners will finish on the sidewalk near the EB Shurts building. Finish line below.

Equipment in Road

The starting line is approximately 50 meters west of the EB Shurts building and consists of start flags and a runner timing matt. Emergency vehicle will have access to the area as necessary. All equipment will be removed from the road by 9:20.

A path of at least 15 feet in width, having no obstacles within it other than pedestrian, will be maintained through closed area at all times, to allow for passage of emergency vehicles per the attached documents “Last Call Start line for Fire Department.pdf.”

2017 Start Line



2017 Finish Line



Notification

We will notify all businesses affected by the road closure via mail. Business will be provided a pass allowing them access to the area.

Restroom facilities

We have rented the EB Shurts building which has approximately 4 urinals and 2 stalls in the men's room and 6 stalls in the women's room. At Silver Circle Sports Events, LLC we base the number of total restrooms on the number of participants. The industry standard is one facility per 75 attendees and we exceed that at all of our events.

Our restroom vendor is:

Number One Portables

Restroom facilities are ordered 5 days in advance once the total number of athletes are known. There are not any restroom facilities along the course within the City of Waukesha.

Waste & Recyclables

We have rented the EB Shurts building which provides waste and recyclables. In addition, we have our own waste facilities which are placed 20 meters from each aid station and monitored by the course manager as aid station manager. That waste is taken back to our facility.

There is one aid station within the City limits located at the intersection of Glacial Drumlin Trail & Mac Arthur Rd. Aid Station managers are given oral instructions and written instructions on handling aid stations and garbage. All garbage is picked up and returned to the finish line.

Health, Safety & Security

1. Health & Safety

The EB Shurts building is used for packet pickup from 6:30-7:45. After that athletes are outside on the Glacial Drumlin Trail. We are happy to provide access at all times to emergency vehicles.

2. Crowd Control

We do not have a need for crowd control. We deliver race day instructions to the athletes one week in advance, three days in advance and the day in advance of the events.

Contained in the instructions are parking maps, start line maps, finish line maps, course maps, directions and any special orders from the police.

3. Food and Beverage

We provide water, sports drink and fruit at the finish line. EB Shurts has a kitchen for food preparation and sanitation.

4. Security

This EAP is for a running event. Since our inception and almost 300 events, we have

never had a security issue and have never requested any police or security support nor ever had an incident.

5. Indemnification

We carry a \$1,000,000 insurance policy and the City of Waukesha is listed as additional insured.

Safety plan

We have requested the assistance of the City of Waukesha Police department to have officers at the following intersections:

Sentry Drive and & North Prairie Drive

Mac Arthur Road and the Glacial Drumlin Trail

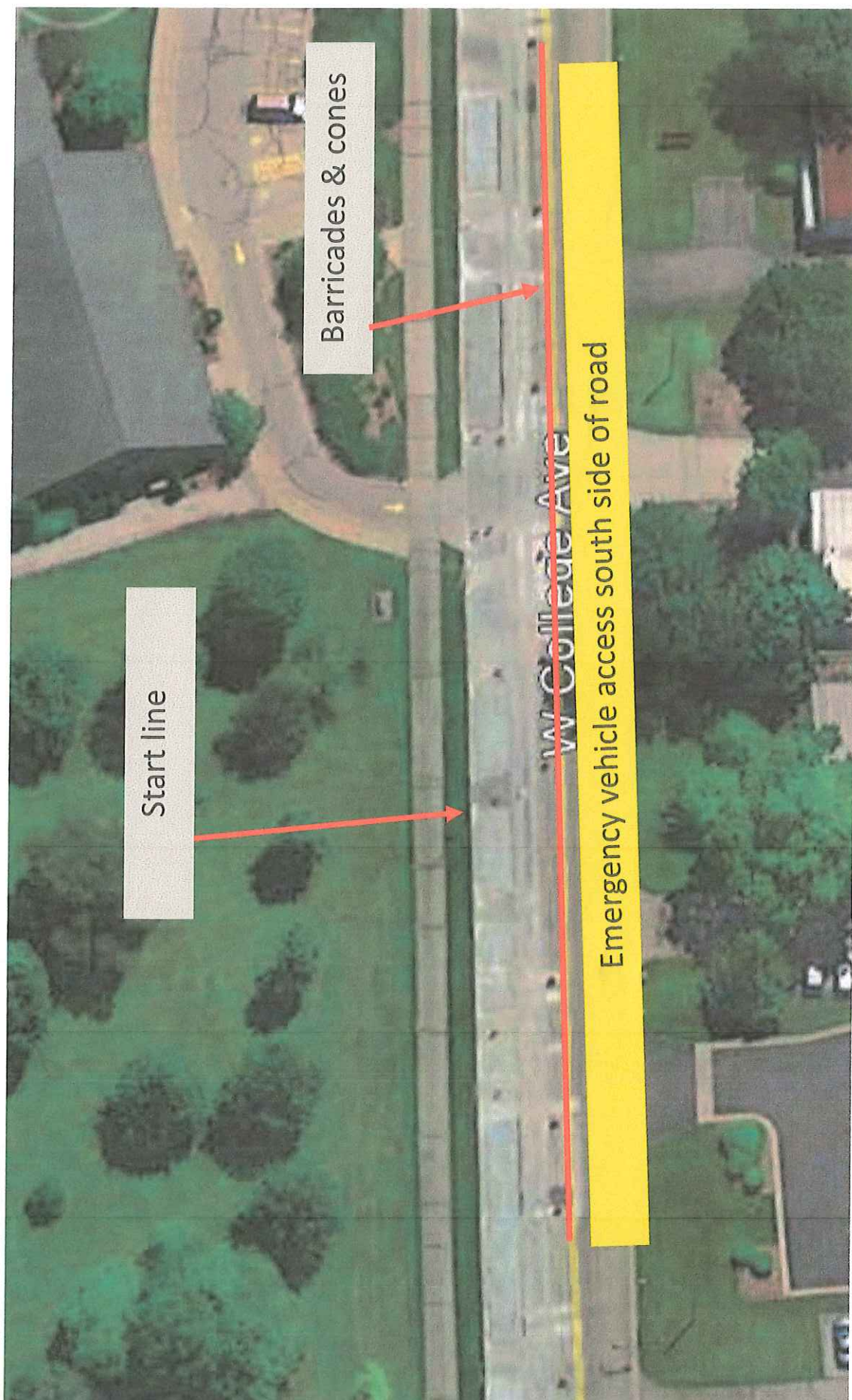
S. Grandview Blvd & the Glacial Drumlin Trail

While not required by most municipalities, we have an EMT on staff that attends our events and has access to an UTV in order to access any emergencies. Our timing trailer includes a first aid kit and AED.

Communications

All of our managers carry radios & cell phones. They are provided emergency contact information and are trained on athletic events. All staff members are uniformed and have identification on lanyards.

Our volunteers are given a briefing before the event and the vast majority of them have experience volunteering with us at prior events. Volunteers are identified with volunteer's shirts and wear a lanyard with staff and EMS contact information on. Select volunteer managers carry a radio.



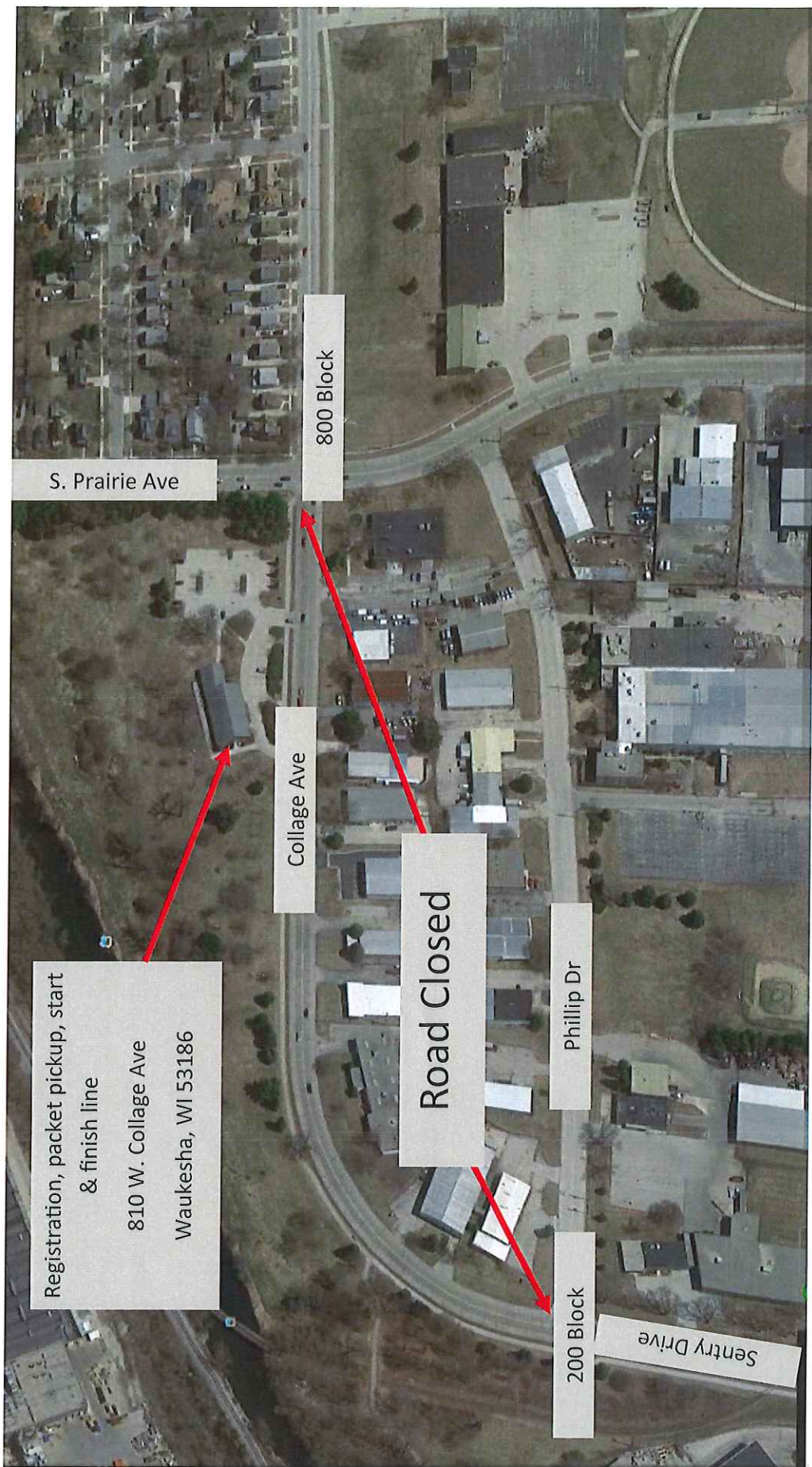
Start line

Barricades & cones

Emergency vehicle access south side of road

SILVER CIRCLE
SPORTS EVENTS

www.silvercirclesportsevents.com



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